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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 8 January 1958

Present: C/MS - Chairman Dr. Tietjen
C/PD - Voting Member
C/PCD - Voting Member
C/TSD - Voting Member
Personnel Placement Officer
C/ASD - Executive Secretary
Secretary to C/MS - Recording Secretary

25X1A9a

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 11 December 1957 were approved by the Members without comment.

2. Promotions

25X1A9a

a. [REDACTED] GS-6, Medical Technician. A request from C/PCD for consideration of promotion to GS-7 for [REDACTED] was reviewed by the Executive Secretary who recommended approval of this promotion; the Board Members concurred.

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b. [REDACTED] GS-4, Clerk-Stenographer. The Executive Secretary announced the promotion of [REDACTED] to GS-5 has been approved by C/MS and will become effective in the near future.

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c. [REDACTED] GS-3, Clerk. The Executive Secretary reviewed a request from the Personnel Officer, ASD, for promotion of [REDACTED] to GS-4. On recommendation of the Executive Secretary, the Board Members approved this promotion.

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d. [REDACTED] GS-3, Clerk. The Executive Secretary reviewed a request for promotion of [REDACTED] to GS-4 from the Administrative Officer, ASD. The Executive Secretary recommended approval of this promotion; the Board Members concurred.

e. In connection with the last two promotions, the Personnel Placement Officer recommended both [REDACTED] be enrolled in Clerical Refresher Courses at the earliest opportunity in order to raise their capabilities to assume more responsible positions.

3. Assignments

a. Administrative Officer, GS-11, [REDACTED] The Executive Secretary stated the eligible candidates for this position who are

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25X1A9a presently at Headquarters were queried by memorandum as to their interest. [REDACTED], GS-11, Administrative Officer, has replied in the affirmative. The other individuals considered for this position are as follows:

25X1A9a [REDACTED] GS-11, Personnel Officer
[REDACTED] GS-11, Medical Service Officer
[REDACTED] GS-10, Medical Service Officer

The Executive Secretary recommended the assignment of [REDACTED] to the 25X1A9a position under consideration; the Board Members concurred in this recommendation.

25X1A6a b. Medical Technician, GS-8, [REDACTED] The Executive Secretary recommended the Board approve the assignment of [REDACTED] 25X1A9a GS-6, Medical Technician to this position. C/MS pointed out to the Board that there is a vacant GS-11 position at this location and suggested the Board consider an incumbent for the senior position rather than the GS-8 position. Since the Executive Secretary was not prepared to make a recommendation on this matter, consideration was deferred until the next Meeting of the Board. The Executive Secretary will "advertise" this position to eligible candidates and also the position at [REDACTED] which will become vacant in the near future.

4. Review of Fitness Reports

The Board noted the receipt of Fitness Reports on the following personnel:

25X1A9a [REDACTED] GS-12, Supply Officer (Deputy Chief)
[REDACTED] GS-12, Administrative Pharmacist
[REDACTED] GS-8, Medical Technician
[REDACTED] GS-6, Secretary-Stenographer

5. Review of Training Evaluation Report

The Training Evaluation Report on [REDACTED], GS-3, Clerk, 25X1A9a who recently completed the Clerical Induction Course, was reviewed briefly by C/PCD.

5. Miscellaneous

a. The Executive Secretary distributed to the Members copies of a memorandum from the Administrative-Technician Advisory Panel dated 3 January 1958. This memorandum will be discussed at the next Board Meeting.

25X1A9a b. The Executive Secretary also announced that consideration is being given to the early return of [REDACTED] from [REDACTED] for 25X1A6a training purposes in preparation for his next assignment, possibly to

25X1A6a [REDACTED]

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~~SECRET EYES ONLY~~

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